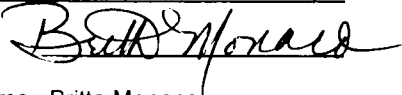



DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M293
		Page 1 of 2
Agency City of Gaithersburg		Division/Unit Community & Public Relations – Homeless Assistance – Wells/Robertson House
Item No.	Description	Retention
1	Staff Communication Log	Retain 3 years, then destroy
2	Admissions Screening/Request for Service	Retain 3 years, then destroy
3	Maintenance Work Order Requests	Retain 3 years, then destroy
4	Wells/Robertson House Incident Reports	Retain 3 years, then destroy
5	Montgomery County Homeless Services Report	Permanent. Transfer to State Archives annually
6	Emails and Public Correspondence	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
7	Client Case Records (including medical history, diagnosis, notes, reports, prognosis, discharge summary)	Retain 8 years after discharge, then destroy
8	Admissions Screenings/Home Outreach Request for Services	Retain 3 years, then destroy
Schedule Approved by Department, Agency or Division Representative. Date <u>March 25, 2014</u> Signature <u></u> Typed Name <u>Britta Monaco</u> Title <u>Director of Community & Public Relations</u>		Schedule Authorized by State Archivist Date <u>5-15-14</u> Signature <u></u>

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. M293
		Page 2 of 2
Agency City of Gaithersburg		Division/Unit Community & Public Relations – Homeless Assistance – Wells/Robertson House
Item No.	Description	Retention
9	Electronic Client Data (includes client admission and discharge data, diagnosis, referral and discharge information)	Retain 8 years after discharge, then destroy
10	Wells/Robertson House Policy Book	Retain until superseded or replaced, then destroy
11	Wells/Robertson House Finance Reports	Retain 3 years, then destroy
12	Safety and Security Logs	Retain 3 years, then destroy